

ARLINGTON CULTURAL COUNCIL MEETING AGENDA

Monday, November 14, 2016

Arlington Town Hall Annex, 1st Floor Conference Room, 7:30-9pm

I. ATTENDENCE (members)

Name	Status
Taylor, Lisbet	
Timperi, Jeff	
Marroig, Gabrielle Marois	
Boudreau, Jeff	
Bühler-Probst, Brigitte	
Richmond, Lauren	
Harris, David	
Kepka, Asia	
II. Introduction of Guest(s)	

III. APPROVAL OF OCTOBER MINUTES – Lisbet

IV. OFFICER REPORTS

1. Chair – Lisbet
2. Treasurer – Jeff T.
3. Corresponding Secretary – Gaby/Lisbet
4. Recording Secretary (vacant)
5. Publicity (vacant) Wordpress redesign – Lauren; FaceBook – Lisbet
6. Grantee Liaisons – Lisbet/Jeff T.

Grant # Grantee Title	\$	Liaison	Event Date(s)	Event / Performance Status
2016-01 Opal Ens. Of the Shimmering Winter Air	750	Lubar	Feb 19	COMPLETE.
2016-02 Dan Fox Arlington All-Town Brass Band	750	Timperi	Sep 16	Complete?
2016-03 Belmont World Family Film Festival	750	Blum	Jan 16-18	COMPLETE.
2016-04 Arl. Public Art: East Arlington Public Art Initiative	1000	Taylor	Installations start 9/29	“East Arlington Public Art Initiative has begun!” http://arlingtonpublicart.blogspot.com/2015/09/east-arlingtonpublic-art-initiative-has.html
2016-05 Stefanie Weber- Robin O’Herin: Tap and Blues	500	Jeff B.	(Aug 13)new date TBD	Per August minutes, postponed due to illness, reschedule date TBD.
[[2016-06 Yogi Shridhare	500	n/a	n/a	Declined]]

<i>From India to Walden Pond</i>			
2016-07 <u>Accelerated Cure Project for Multiple Sclerosis</u>	500 Timperi	Oct 30	Lisbet attended
Music to Cure MS			
2016-08 Raul Nieves/Dance Caliente: Dancing Through the Decades	750 Bühler- Probst	Jul 14	Complete?
2016-10 Robbins Library Arlington Authors' Salon	1500 Nilou Brigitte	January, April, July & October 6	4 events: COMPLETE.
2016-11 ACA LGBTQ Youth Arts & Mural Project	1500 Lauren	?	COMPLETE.
2016-12 Arl. Historl. Soc. Connecting Threads Exhibitn	1375 Taylor	June	Complete?
2016-18 Dallin Museum New Printed Interpretive	600 Lauren	June 30	Asked for extension. LT said new proposal not eligible until old completed.
2016-19 S. Rogovan/Creek River Stringband: Perfs. at OSM and Dallin Museum	300 Timperi	Jul & Sep	COMPLETE. (Third Year)
2016-20 P. Powell Memoir Writing/Reading	600 Sheri	June	COMPLETE.
2016-21 Old Schwamb Mill Spring Open House, Music by the Undertones	375 Boudreau	April 2	COMPLETE.
2016-22 Powers Music School Musical Storytelling Program	250 Taylor	April 2	COMPLETE.
2016-24 The Marble Collection Teen Publication	200 Blum	January through May	COMPLETE.

V. NEW BUSINESS

1. 2017 Grant Application DELIBERATION MEETING(S) – December 12, 6-10pm, TH Annex, 1st Floor Conference Room

Backup date (should deliberations not be completed on 12/12): Sun., Dec. 18, 1:30-5:30p
SHARP!, Jefferson Cutter House Gallery -- Lisbet

2. Discuss procedures (reinstate point system?) for efficiently voting on proposals. **Jeff T.**

3. Amend ACC guidelines Article III, Sections B to add new subsection 5 and duties of the Publicity Officer position: **Lisbet**

The Publicity Officer shall be responsible for:

- a. Uniform branding of all ACC materials, including for publicity and communications;
- b. Writing and disseminating press releases, announcements and grantee dates of events with links to their websites;
- c. Facebook and Wordpress account maintenance and timely postings;
- d. Establishing, maintaining and posting to an ACC Mailchimp account to be used for all largescale mailings;
- e. Maintaining publicity photos and materials of all grantees; and
- f. Establishing and maintaining an historical record of all grants made, to whom, when and for how much.
- g. Publish quarterly/monthly newsletter?

This position shall be voted upon by members of the Arlington Cultural Council.

5. Discussion and vote re deferring the nomination of a Co-Chair until January 2017 meeting.

6. Discussion and election of members for vacant positions of Recording Secretary; Publicity Officer.

Vacant positions:

- [a. **Co-Chair** caused by resignation of Merli Guerra, effective Sep. 24, 2016]
- b. **Recording Secretary** caused by resignation of Suzi Lubar, effective Sep. 24, 2016
- c. **Publicity Officer** created by adoption of ACC Guidelines

7. MCC Account Information Report due to MCC October 15 – Jeff T.

8. Possibility of ACC-originated project for 2017 grant cycle – Lisbet

Proposals must be presented during ACC's voting meeting and evaluated alongside other grant applications (per MCC instuctions) -- Lisbet **Conflict with current applications?**

9. Review, discussion and vote on adoption of 4 new responsibilities for Recording Secretary (RS) to:

- a. Gather written reports by Officers, Liaisons and any Special Committee Chairs to be submitted to RS 5-6 business days prior to regular meetings;
- b. Forward reports to Council members with draft agenda 3-4 business days prior to regular meeting.
- c. Then send all to Co-Chairs to finalize Agenda
 - That then is required to be sent to ACC members, 1-2 days prior to Board meeting
 - And submitted to Fran Reidy for posting on the Arlington Town website.
- d. Have Recording Secretary insure that all new and re-appointed members have:
 - Been sworn in by Town Clerk
 - Completed basic MCC training
 - Complied with all trainings required by Town of Arlington Board of Selectmen.
- e. Discuss internal record keeping; audit procedures to insure all new and re-appointed members have fulfilled their obligations.

[10. DropBox file structure reorganization, defer to 2017.]

[[Report on Conversation with Patsy Kraemer, food in the Lyons Hearing Room at the annual grantee recognition reception. – Defer to 2017.]]

10. Event Alerts -- Lisbet

OLD BUSINESS

11. Adoption of a free mail service such as **MailChimp** -- to be done by Publicity Officer
12. Adoption of a free reservation service such as **Eventbrite** for annual grantee reception – [new Publicity Officer]
13. Discuss possibility of producing and publishing monthly newsletter – new Publicity Officer
(prerequisite: adopting a mail service)

14. Recruitment

EXECUTIVE SESSION

15. Letter of interest/Resume to become an ACC member, from Kimberly Harding
Discussion & vote for recommendation to Arlington Board of Selectmen of Kimberly Harding's application

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